



PARKS AND RECREATION SERVICES

Athletic Field Use and Allocation Policy

PURPOSE:

The City of Liberty Lake Parks and Recreation Department is dedicated to fostering healthy lifestyles and helping the community thrive.

The Parks and Recreation Department recognizes that sports are a fundamental component of this goal and that field availability is necessary to sports organizations. As such, the Parks and Recreation Department coordinates and issues permits for athletic fields for general public use for cultural, social and recreational activities/programs.

The purpose of this policy is to ensure fair and equitable distribution of the City's athletic fields, to maximize playing time, incorporate turf recovery periods and maintain safe, quality fields. It is also to outline the City's allocation priority procedure for the permitted use of athletic fields in the City of Liberty Lake. The City has experienced growth in youth sports with both new sports organizations and emerging sports and this growth is anticipated to continue. The Parks and Recreation Department has already experienced an increased demand for the use of City athletic fields, and finds it necessary to emphasize sharing in the use of all athletic fields among our present and future sports organizations.

This policy has been established to assure that the fields are utilized for recreational, cultural, educational, social and community service functions that meet the needs of the community, as well as, set clear policies, procedures, regulations and rental fees for such uses. Due to the limited number of fields and facilities available, the Parks and Recreation Department has established criteria for the equitable distribution of fields.

ATHLETIC FIELDS:

The City of Liberty Lake manages and schedules play at Pavillion Park, Rocky Hill Park and at the Liberty Lake Sports Fields on the Central Valley School District property.

FACILITY CONTACT INFORMATION:

Parks and Recreation Department
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Parks and Recreation Department
Jenifer Camp, Director of Parks
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ALLOCATION PROCESS:

Groups requesting rental of athletic fields for games or practices must complete a Facility Use Permit Application. All user groups must meet application requirements as outlined in this policy.

Applications for the Liberty Lake Sports Fields (on Central Valley School District property) are due before Friday January, 15th at 5:00 PM. Reservation requests for Pavillion Park or Rocky Hill Sports Fields starts on the first working day of January.

The Recreation Lead will assign fields to user groups in order to offer the broadest opportunity for participation and has sole discretion to assign and schedule fields; approve or deny specific requests and to reassign fields due to extenuating circumstances.

FIELD ALLOCATION PRIORITIES:

Allocation of fields will follow this Athletic Field Use and Allocation Policy. Fields will be allocated by priority use and permitted as sustainability allows. In general, tournament or league games will take priority over practices. Past historical performance of the user group will go into the decision about new allocations (i.e. no outstanding bills...)

1. Guidelines:
 - a. The Recreation Lead has sole discretion to assign and schedule fields and shall have the authority to approve or deny specific requests as well as reassign fields due to extenuating circumstances.
 - b. The Recreation Lead will set up meetings in which user groups who have conflicting bookings will meet to resolve issues amongst themselves with the Parks and Recreation Coordinator having final authority to resolve disputes.
2. Field Allocation Priorities:
 - a. Tournaments – If the level or type of tournament changes after approval you must inform our department in writing before changing a date, level, or type of tournament. Violations of this section will result in your tournament selection being terminated or an addition fee being charged.
 1. Department sponsored programs
 2. National sanctioned tournaments
 3. Regional sanctioned tournaments
 4. State sanctioned tournaments
 5. Invitational sanctioned tournaments
 - b. City of Liberty Lake sponsored or co-sponsored events.

- c. Recreation youth athletic programs. The organization must be comprised of volunteers and must conduct open registration regardless of skill level and provide an “everyone plays” philosophy.
 - d. Select youth athletic programs. Participation is by invitation or through a ‘try-out’ process.
 - d. Adult athletic programs
 - e. New USER GROUP’s requests or “one-time’ requests will be dealt on an individual basis.
- 3. User groups must meet requirements as outlined in this document.
- 4. The Recreation Lead will allocate the majority of fields to user groups that offer the broadest opportunity for participation for citizens of Liberty Lake.

Teams comprised of 60% or more Liberty Lake residents will be given priority use of fields at the two Liberty Lake sports fields located on CV property. Organizations must certify that sixty percent (60%) of participants reside in City of Liberty Lake city limits. As verification, organizations must have up-to-date rosters on file with the City and a copy of the IRS 501c.3 articles of incorporation, IRS exemption letter, or equivalent, showing the exempt status and the organization headquarters.
- 5. Number of field units assigned to user groups will be based on:
 - a. Priority outline
 - b. Number of participants within user groups
 - c. Total number of requests received
 - d. Field availability
- 6. Field Scheduling Process
 - a. Once the initial field allocation process is completed and groups have been allocated fields per the above priorities, all fields are allocated on a first come, first serve basis regardless of where a particular group originally was placed on the priority scale.
 - b. For cancellations or changes due to weather, user groups are responsible to request cancelled field space. User groups will be reallocated field space according to where a particular group was originally placed on the priority scale.

APPLICATION REQUIREMENTS:

- 1. User groups must complete and sign a Facility Use Permit Application. Fees are due 30-days prior to first use. Facility Use Permit Applications or other required documents that are incomplete, not received or received after the deadline will not be considered in the priority basis but will be considered on a first-come, first-served basis.

2. Certificate of Insurance with proof of required coverage through duration of the reservation period must be provided at time of application.
3. All applications must identify one person to contact and a secondary in case of an emergency.
4. All organizations hosting tournaments must fill out the Tournament Application as well as meet with the Recreation Lead and/or the Parks Director at least 15 days prior to the tournament date. After all requirements for application of field use are met a formal permit will be issued authorizing use of City fields. Submission of field request does not constitute approval.

INSURANCE REQUIREMENTS:

1. User groups shall secure and maintain, at no expense to the City of Liberty Lake, a comprehensive general liability policy issued by one or more companies authorized to provide insurance in the State of Washington. Under such insurance:
 - a. The City of Liberty Lake shall be identified as an additional named insured;
 - b. Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage.
2. User group shall provide insurance verification at the time of Facility Use Permit Application submittal. The user group shall, at the time of application submittal, file with the City of Liberty Lake certificate(s) of insurance showing insurance coverage in force prior to start of field use or activities.
3. The City of Liberty Lake reserves the right to require additional insurance and/or additional fees depending on type of activity planned.
4. The field users shall be responsible for any and all damage to City premises, equipment, and property. If (after an activity) additional maintenance is required (in excess of normal services/time), the applicant will be charged accordingly. The City of Liberty Lake is not responsible for accidents, injuries or loss/damage to property of individuals/groups using the public fields and facilities.
5. The applicant will be held responsible for all actions, behavior and damages caused by his/her participants/guests/attendees.

TENTATIVE TIMELINE FOR FIELD ALLOCATIONS:

1. Pavillion Park and Rocky Hill Sports Fields reservations begin the first working day in January each year.
2. Field allocation user group meeting for the two Liberty Lake Sports Fields (located on the Central Valley School District property) will be held at 1:00 PM on Thursday December, 10th at City Hall.
3. Facility Use Permit Applications for the Liberty Lake Sports Fields (located on the Central Valley School District property) are due Friday January, 15th by 5:00pm.
4. Field allocations and Facility Use Confirmation Permits for the Liberty Lake Sports Fields will be e-mailed or mailed to user groups by the third week of January.

5. Once payment and all required paperwork is received, a confirmation permit will be emailed to the user, completing the reservation process.

FIELD SCHEDULING POLICIES:

1. Each user group will schedule their own games and practices according to the fields they have been assigned.
2. User groups are required to give 14 days' notice when requesting any changes for field use. If the change results in a cancelled slot(s) and cannot be filled, the original user group assigned to the slot will be charged if 14 days' notice is not given.
3. All field allocations will be charged to the user group if proper 14 day notice is not given, whether used or not. This means if a group does not use the entire length of their requested booking, they will be charged for the entire length of the original booking, plus any additional time over that booking that is used.
4. Field closure re-scheduling/rainouts/cancellations: Fees will be waived for games/practices that are rained out or cancelled by City of Liberty Lake staff in the following cases:
 - a. The user group contacts the City of Liberty Lake within two working days after a field closure to reschedule a game(s) or practice(s).
 - b. The user group contacts the City of Liberty Lake and cancels 14 days prior to the allocated time.
5. Trading between user groups is not allowed. User groups may not sub-lease their approved fields.
6. The athletic fields will be available for use, weather permitting, approximately March 1 through October 31. These dates will be based on when the Parks and Recreation maintenance staff are able to provide, to the best of their ability, adequate field safety and performance of proper turf and facility maintenance. The City of Liberty Lake reserves the right to limit the amount of scheduled and non-scheduled play on athletic fields during any given season to prevent excessive damage to turf. The determination to rest a field will be at the discretion of the Parks and Open Space Director. If a field is closed, no practice is allowed.
7. User groups may be required to supply their own portable restrooms in areas a restroom is not available or pay for the cost of the portable restrooms. City of Liberty Lake staff must be contacted for placement approval.
8. Overnight parking is prohibited.

ATHLETIC FIELD USE FEES:

Recognizing that this increased demand on fields creates an increased strain on the City's financial resources, the City began charging for facility and field use in order to recover public costs to operate, maintain, repair, improve, supervise and administer the use of parks and athletic fields/facilities. Events that are sponsored or co-sponsored by the City of Liberty Lake receive free use.

Hardship requests can be submitted for consideration and review by the City Administrator, in writing, in order to request free use of a City facility. The user group will be notified within seven working days as to whether the request was approved or denied.

CITY OF LIBERTY LAKE FACILITY AND ATHLETIC FIELD FEES:

LIBERTY LAKE BALL FIELDS	
League Games Per Hour, Per Field (includes initial prep and prep every other game)	\$15.00
Practice Per Hour (includes water, field drag, bases, mound)	\$10.00
Additional Prep	\$52.50
All Day Tournament/Camp	\$400.00
Concession Fee Per Day at the Liberty Lake Ball Fields	\$50.00

***15.00/hr includes initial prep and full prep every other game**

GENERAL ATHLETIC FIELD USAGE RULES:

1. The following rules and regulations are in place to preserve the integrity of the fields for the best interests of all users. The Parks Director and/or the Recreation Supervisor reserve the right to immediately terminate the use of fields and the user group agrees to immediately vacate the premises upon notification of termination for failure to adhere to the rules and regulations. Failure to comply with these rules and regulations may jeopardize user group's future use of City of Liberty Lake Athletic Fields.
2. Authorized user group representatives are directly responsible for informing their team coaches/representatives of all of the City's policies regarding use of athletic fields.
3. The City of Liberty Lake Parks and Recreation Department reserves the right to require security supervision for any event booked. Security requirements must be met and confirmed prior to the event date. Cost of police or other security supervision will be charged to field user.
4. The City of Liberty Lake is not responsible for any personal property loss, damage to vehicles, etc.
5. No private vehicles may be driven in the complexes. Any materials or items that need to be delivered should be scheduled with the Parks and Open Space Superintendent prior to the event.
6. Alcoholic beverages are not allowed on any athletic field or facility except by an approved Special Event Permit.
7. All forms of tobacco are strictly prohibited at the sports fields.
8. Users, its members, guests and invitees will show respect and sportsmanship towards Parks and Recreation Department staff, officials, opposing team(s) and spectators.
9. There is to be no scheduled play on athletic fields before 6:00 am or after dusk unless preapproved by the Parks and Recreation Coordinator.

10. Use of peripheral items or equipment such as P.A. systems is permitted by an approved Special Event Permit request only. All special requests must be made with the Park and Recreation Coordinator in advance.
11. No hitting into fences with baseballs or softballs (whiffle balls and/or tennis balls are allowed).
12. Climbing on fences is prohibited.
13. Golf is prohibited from being played on all athletic fields at all times.
14. Baseball/softball fields will not be lined for practices, bases may be provided.
15. Teams will not be allowed to warm up or take infield while maintenance crew personnel are prepping the infield.
16. Users, its members, guests and invitees, shall not solicit, sell or provide goods and/or services on the premises (premises to include all facilities including parking lot areas), without permission from the City of Liberty Lake through an approved Solicitor's License and a Temporary Use Permit.
17. User groups must inform the Parks and Recreation Coordinator of any special equipment (dunk tanks, concessions, music stages, etc.) that might be used during your event.
18. Field maintenance will be completed by City of Liberty Lake maintenance staff. User groups will not be allowed to drag, rake, add field drying agent ("Turface") or line any part of athletic fields unless preapproved and coordinated by the Parks and Open Space Superintendent.
19. User groups must vacate fields upon the conclusion of their scheduled play.
20. User group must leave the park/facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly. User groups damaging city property or leaving excessive garbage/mess on premises will be held responsible for the cost of repair, replacement, or clean up.
21. User groups need approval through the Planning and Building Department for any tents, signs, banners or posters etc. they would like put up. Nailing or stapling of schedules, banners, posters, etc. to any part of facility is prohibited. If approved, any items must be removed at the conclusion of event.
22. User groups may not store items on City property during or after your event, unless pre-approved by the Parks and Recreation Coordinator or Parks and Open Space Superintendent. Any unauthorized items may be removed and the responsible user group will be direct billed the expense.
23. Pets are not allowed on the sports fields.
24. Maintenance staff will schedule ongoing turf recovery periods during the season as well as weekly maintenance times from 6:00 AM to 10:00 AM, Monday through Friday, to allow fields to rest and to protect the fields from overuse. Turf recovery periods will require eliminating traffic from user groups in order for maintenance staff to perform aerating, over-seeding, top dressing, edging and raking. The amount of time will vary depending on compaction levels and play damage.
25. All other City of Liberty Lake Standard Park Rules and/or City of Liberty Lake regulations apply while on park property. These can be found on our web page at: <http://www.libertylakewa.gov>.